

**2<sup>nd</sup> Annual Autumn Arts & Crafts Show in Historic Claude Moore Park**  
**Claude Moore Park, Sterling, VA**  
**September 9, 2006, 10 AM-5 PM**

**Call for Food Vendors**

We cordially invite food vendors to apply for the 2<sup>nd</sup> Annual Autumn Arts & Crafts Show. Our new show featuring over 100 booths of hand-made items, including historic house tours, music, and a children's hands-on nature area, had a great response for its first year. We are building our reputation and would like you to join us as we build the show's interest and attendance.

For food vendors, we offer outdoor space on the historic grounds at Claude Moore Park. The park has **VERY limited** electrical resources and does not have any water resources except access to several hose bibs for non-potable water. Ice is not available on-site. We are offering space within the crafters' display areas as well as in a central area with shaded seating for customers. Food vendors are responsible for providing and setting up their own tents, trailers, displays, and food vendors will receive an assigned set-up time before and after the show.

**Application Process:**

- ✓ Review the General Information/Rules and Regulations
- ✓ Complete the Application Form
- ✓ Enclose at least one photo (or send a digital image to [claudemoore@loudoun.gov](mailto:claudemoore@loudoun.gov)) of your booth/trailer, depicting the complete sales display. Photos will not be returned.
- ✓ Enclose a copy of your proposed menu, including prices.
- ✓ Enclose a copy of your current Food Management Certification.
- ✓ Enclose a copy of your Certificate of Insurance.

Mail all items to the following address by June 30, 2006:

Claude Moore Park  
21544 Old Vestal's Gap Road  
Sterling, VA 20164  
Attn: Food Vendors, Arts & Crafts Show

All applications will be reviewed by Park Manager.

Notification of the application's acceptance will be made by July 14, 2006.

## **2<sup>nd</sup> Annual Autumn Arts & Crafts Show in Historic Claude Moore Park Facts:**

- Claude Moore Park, located in Sterling, VA, is approximately 30 miles from Washington, DC and Frederick, MD, in the heart of Northern Virginia's shopping district, and close to Route 7, the Capital Beltway, the Dulles Greenway, and Route 28.
- This show is an outdoor show, and is held rain or shine. Severe inclement weather would cancel the show.
- The show accepts juried hand-made crafter's and hosted 115 booths its first year.
- The show is held in the historic district of the park; it's set among the tall trees and grassy meadows and among the Lanesville House (1770s), historic Vestal's Gap Road, and Frogshackle Nature Center. The house and road are both on the National Register of Historic Places.
- Admission to the public is free as we build the show's reputation and interest. Pets and alcohol are not permitted. Park admission is also free.
- Once your trailer/booth is set-up, it cannot be moved. This is also true for all arts & crafts vendors. If a vehicle is moved from the vendor's parking area, the vendor will have to park in public parking upon return as vehicles cannot access vendor parking once the show starts.
- Claude Moore Park is enhancing its advertising and promotion of the 2<sup>nd</sup> annual show. We are listed on over 12 websites focusing on arts and crafts shows on the East Coast as well as the regional area. We're doing print ads in local newspapers as well as craft papers that are distributed throughout the region. We're also doing a direct mail piece to 10,000 homes and an ad will be in the fall Parks, Recreation and Community Services Fall Guide which is distributed to several thousand homes in Loudoun County.
- Maps of the grounds are done in advance and available to every patron. Also, a large map is available at the welcome booth.
- First Aid Station and Package Hold are also available.

## **Food Vendor Rules & Regulations:**

### **Date & Show Hours:**

Saturday, September 9, 2006 – 10 AM-5 PM

### **Set-Up/Break-Down:**

- ✓ Assigned set-up and break-down times will be available for all vendors and will be communicated in advance. You will not be able to set-up/break-down outside of your assigned time. This is to allow traffic flow to all vendors' booths for unloading/loading purposes and for vehicular traffic flow.
- ✓ A separate mailing with set-up/break-down information will be mailed two weeks prior to the show. It will include directions, parking passes, parking information, maps, booth location information, set-up times, break-down times, etc.

### **Food Vendor Requirements:**

- ✓ All proposed menu items must be included on the application.
- ✓ Only food items selected by the Park Manager will be accepted. The Park Manager may disallow some items to ensure that they are not overly represented.
- ✓ All Food Vendors are allowed to sell bottled water and canned drinks. However, other beverages will be limited to selected vendors.
- ✓ Applicants are required to submit at least one recent photograph of your booth or trailer, depicting the complete sales display. Photos will not be returned. Hard copies of photos can be submitted with the application or emailed to [claudemoore@loudoun.gov](mailto:claudemoore@loudoun.gov). Please label each photograph with your business name.

### **Space Details:**

- ✓ Spaces are assigned. You must indicate on the application the space size that you need (trailer length, width and height, tent size including length, width, and height, etc.). All spaces include some additional storage behind or near the space.
- ✓ Canopies/tents are required for outdoor spaces and each Food Vendor is required to furnish their own canopy and complete display.
- ✓ For vehicles towing trailers, once the trailer is set-up, that vehicle must be unloaded and removed to vendor parking.
- ✓ **Very limited** electricity is available; your request for electricity **MUST** be noted on the application. Non-potable water is available at a few limited hose bibs on the grounds. Some vendors may require or prefer generators; generators are allowed, but must be set either inside the trailer or behind any tents/canopies and away from pedestrian walkways.
- ✓ Hawking and voice amplification equipment are not allowed.
- ✓ Absolutely no pets or alcoholic beverages are allowed on County property.

**Application Information:**

- ✓ Applications must be postmarked June 30, 2006.
- ✓ All notifications will be made by July 14, 2006.
- ✓ Application packages must include your current Certificate of Insurance. A copy of the final Certificate of Insurance must be provided by August 11, 2006. This proof of coverage must be in the amount of \$1 million for user liability and be effective for the period of September 8-10, 2006. The County of Loudoun and Claude Moore Park should be named as an additional insured on this policy.

**Safety/Security:**

- ✓ The County of Loudoun and Claude Moore Park employees and volunteers are not responsible for any loss, damage, or accident. By applying to exhibit at the show, all claims for such loss, damage, destruction, or injury are expressly waived by the vendor.
- ✓ Vendors are responsible and accountable for their personal conduct and demeanor as well as that of their staff and representatives.

**VA Sales Tax & Change:**

- ✓ All Food Vendors are responsible for collecting and reporting Virginia sales tax.
- ✓ Vendors should furnish sufficient change for their sales transactions.

**Fees/Payments:**

- ✓ All Food Vendors will be required to pay 10% of sales to Claude Moore Park; no additional fees for booth space will be charged to Food Vendors.
- ✓ All Food Vendors must provide a complete tally of sales at the end of the day, preferably a register tape. If handwritten, it must be legible. At the conclusion of the show, the Park Manager and Seasonal Assistant Manager will meet with all Food Vendors to collect sales fee.
- ✓ 10% sales fee will be accepted in a check payment, made payable to Claude Moore Park. Cash will NOT be accepted.

**2<sup>nd</sup> Annual Autumn Arts & Crafts Show in Historic Claude Moore Park  
Food Vendor Application Form**

**Submission Deadline: June 30, 2006**

Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

Proposed Menu and Price (please submit a complete list; attach additional page if necessary:

---

---

---

---

---

---

---

---

---

---

Indicate Booth or Trailer: \_\_\_\_\_

Indicate Actual Booth/Trailer Dimensions: \_\_\_\_\_ Width x \_\_\_\_\_ Length x \_\_\_\_\_ Height

Do you require electricity? \_\_\_\_\_ Will you supply your own generator? \_\_\_\_\_

Do you require water? \_\_\_\_\_

If you require electricity, list all equipment that you will use:

Equipment Name	Amps	Volts	Watts
_____			
_____			
_____			
_____			
_____			

Total Electrical Requirements: \_\_\_\_\_

List all of the people assisting you in your booth (required in order to issue parking passes):

---

---

---

---

---

I affirm that the information presented in this application is fair and accurate. I have read the General Information /Rules and Regulations and if accepted as a food vendor, I agree to the rules and regulations set forth by Claude Moore Park and the County of Loudoun. I understand that Claude Moore Park employees, volunteers and the County of Loudoun are not responsible for any loss, damage, or accident.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist; I have enclosed the following:

- ☐ Completed application
- ☐ At least one current photo of booth or trailer, depicting the complete sales display. Photos will not be returned. Digital images will be accepted; email to [claudemoore@loudoun.gov](mailto:claudemoore@loudoun.gov). Check here if you're sending digital photos and not enclosing prints: \_\_\_\_\_ .
- ☐ A copy of current Food Management Certification.
- ☐ A copy of Certificate of Insurance.